

# Application for Residency Reclassification

Alabama law restricts resident tuition to persons who reside in the state for purposes other than to obtain an education and who demonstrate intent to remain in this state indefinitely. Resident tuition status is determined by UAB, with regard to Alabama law, and the policies of the Board of Trustees of the University of Alabama (“Board Rules”). This application must be completed in its entirety to determine whether the applicant qualifies for a change in residency status for tuition purposes.

Classification of students as non-resident or resident shall be made at the time of admission and shall continue unchanged through all subsequent registrations at the institution until satisfactory evidence to the contrary is submitted for consideration. It is the student's responsibility to submit the application and provide supporting documentation.

**Before making an application for resident student classification, please be aware of the following:**

Guidelines for determining residency for tuition purposes are independent of other regulations used by state authorities to determine residency in the state of Alabama. For example, having an Alabama driver's license, an Alabama car tag, and/or voter registration will not necessarily demonstrate residency for tuition purposes.

Attending UAB or another institution of higher learning in Alabama does not establish in-state residency for tuition purposes.

If a person is in Alabama primarily for the purpose of obtaining an education, that person will be considered a nonresident student.

To be considered for in-state tuition, you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service.

If you are 19 years of age or older you must establish residency based on your own circumstances and not that of your parent(s) or guardian.

Undergraduate non-residents who are awarded a Freshman Academic Scholarship and are later reclassified as an in-state resident for tuition purposes, will have their scholarship adjusted to an in state award.

*Please Note: All information provided in your response will become part of your student record and will not be used for any other purpose, except as required by law.*

**Application Deadlines & Submission Information**

School	Submission Information	Deadline
School of Dentistry	Student Admissions SDB124	No later than May 1
School of Medicine	Student Services VH 100	No later than May 1
School of Optometry	Student Affairs HPB 125	July 1

***Note: please do not fax, as faxed documents are frequently illegible.***  
**For more details, visit the Student Residency web site at [www.uab.edu/studentresidency](http://www.uab.edu/studentresidency)**

# Application for Residency Reclassification

## Application Deadlines

### Professional Schools

School of Dentistry: May 1

School of Medicine: May 1

School of Optometry: July 1

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

BlazerID \_\_\_\_\_ Student # \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-Mail \_\_\_\_\_

## Certificate of Residency

Permanent Physical Street Address \_\_\_\_\_

Street Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

I certify that the address shown above is my residence in the State of Alabama, that I intend to remain in the State of Alabama indefinitely and that I have more substantial connections with the State of Alabama than with any other state.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

In your own words please write a brief summary of why you relocated to Alabama, your ties to the state and why you should be considered for reclassification.

Complete the subsequent pages of this document carefully. Read the directions closely to determine which sections to complete. Applications will be reviewed after all supporting documents are received, and you will receive a written decision in 2-3 weeks.

## Documentation of Residency

For each section below, mark the appropriate boxes to indicate the documentation you will submit as proof of Alabama residency. You must submit documentation for each item. Dependent children who are applying for Alabama residency need to submit documentation for their parents/guardians.

### Part A: Do you meet any of following requirements? (If so, please provide documentation.)

- ☐ 1. Yes, I am and was/will be at the time of initial registration, a permanent full-time employee (not temporary) in Alabama or shall commence said employment not more than ninety (90) days after registration. [Please provide a letter on official company stationery that verifies full-time employment, including the hire date. Also provide a copy of an Alabama tax return or pay stub.] **Stop here.**
- ☐ 2. Yes, I am the spouse or minor/dependent child of an employee who is and will be at the time of initial registration, a regular permanent full-time employee (not temporary) in Alabama or shall commence said employment not more than ninety (90) days after registration. **Proceed to Parts C & D.**
- ☐ 3. Yes, I am a member of the United States military on full-time active duty, stationed and/or under orders for duties in Alabama. [Please provide your military orders, including effective date.] **Proceed to Part E.**
- ☐ 4. Yes, I am the spouse or dependent child of a United States military service member on full-time active duty, stationed and/or under orders for duties in Alabama. **Proceed to Part C & D.**
- ☐ 5. Yes, I am appointed by UAB as a graduate assistant or fellow. (If approved, this status is applicable only to the period of time of appointment at UAB as a graduate assistant or fellow.) [In-state residency will not be granted until written confirmation is received from the department] **Stop here.**
- ☐ 6. Yes, I am a veteran or member of the U.S. Military or Alabama National Guard, or the spouse or the dependent child of such a veteran or member and meet the criteria set forth in [Board Rule 202. IV](#). **Proceed to Part E.**
- ☐ 7. No, I do not satisfy any of the above. **Proceed to Parts B1 & B2 (and Part C, if applicable)**

**Part B1: Proof of continuous residence in Alabama (for purposes other than obtaining an education) for the 12 consecutive months immediately prior to initial enrollment at an Alabama institution of higher Education.**

<b>Required</b>	<input type="radio"/> Alabama driver's license or official Alabama non-driver's identification card	
<b>And one of the following:</b>	<input type="radio"/> Selective Service Registration	<input type="radio"/> Hunting/Fishing License
	<input type="radio"/> Auto Title Registration	<input type="radio"/> Stock and Bond Registration
	<input type="radio"/> Insurance Policies	<input type="radio"/> Annuities/Retirement Plans
	<input type="radio"/> Last Will and Testament	<input type="radio"/> Lease

**Part B2: Proof of substantial connections to Alabama (must submit evidence supporting three of the following, with at least one from each category)**

<b>Category 1</b>	<b>Category 2</b>
<input type="radio"/> Graduation from an Alabama high school or GED taken in Alabama.	<input type="radio"/> Payment of state taxes on personal property and possession of state license plates (e.g., automobile, boat, etc.).
<input type="radio"/> Previous periods of residency in the state, continuing for a year or more.	
<input type="radio"/> Possession of state or local license to do business or practice a profession in the state.	<input type="radio"/> Ownership of a residence or other real property in the state and payment of state and ad valorem taxes thereon.
<input type="radio"/> Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.	
<input type="radio"/> Voter Registration	<input type="radio"/> History of payment of Alabama state income taxes as a resident.
<input type="radio"/> Current membership in religious, professional, business, civic or social organization in the state.	

**Part C:** If submitting additional documentation from a spouse or minor child's supporting person, please complete the following.

The following information is for my ☐ Mother ☐ Father ☐ Legal Guardian ☐ Spouse

Name of Parent/Guardian/Spouse \_\_\_\_\_

Permanent Physical Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer \_\_\_\_\_ Employed Full Time? ☐ Yes ☐ No

**Part D:** Please provide the following required documentation

***If you marked A2 or A4 please provide the following required information:***

1. Does your supporting person provide any assistance with regard to tuition or living expenses? ☐ Yes ☐ No

If yes, what percentage or how much do you receive? \_\_\_\_\_

2. Have you filed an Alabama state personal income tax return? ☐ Yes ☐ No

If yes, which year(s)? (Please attach copies). \_\_\_\_\_

3. Did your supporting person claim you as a dependent on their most recent federal income tax return?

☐ Yes ☐ No

***If you marked A2, and are a spouse please provide the following required pieces of documentation:***

1. A letter on official company stationery that verifies the employment, including hire date, of spouse
2. A copy of an Alabama pay stub of your spouse as applicable.
3. A copy of the employee's state income tax return.
4. A copy of your marriage license.
5. Provide any additional documentation that supports the residency of your spouse.

***If you marked A2, please provide the following required pieces of documentation:***

1. Letter on official company stationery that verifies the employment, including hire date, of your supporting person.
2. Copy of an Alabama pay stub of your supporting person as applicable.
3. If you are a minor child, provide a copy of a federal tax return that shows you were claimed as a dependent.
4. Provide any additional documentation that supports the residency of your parent, guardian, or spouse.

***If you marked A4, please provide the following required pieces of documentation:***

1. Provide the military orders, including effective date, of your sponsor.
2. If you are a dependent child or spouse, provide a copy of your military dependent ID card.
3. Provide any additional documentation that supports the residency of your spouse or supporting person..

**PART E:** Please answer the following questions and provide the required documentation.***If you marked A6 please, provide answers to the following:***

1. Are you currently an active duty member of the U.S. Military? ☐ Yes ☐ No

If yes, please specify branch and current assignment/location: \_\_\_\_\_

2. Have you previously served on active duty for a period of at least two years? ☐ Yes ☐ No

If yes, were you honorably discharged? ☐ Yes ☐ No

If yes, please list you separation from active duty status: \_\_\_\_\_

3. Are you a current member of the Alabama National Guard? ☐ Yes ☐ No

If yes, what month and year did you join? \_\_\_\_\_

4. Are you a member of a reserve component of the U.S. Military? ☐ Yes ☐ No

If yes, what month and year did you become a reservist? \_\_\_\_\_

5. Have you been assigned a service connected disability by the United States Department of Veteran Affairs?

☐ Yes ☐ No

***If you marked A6, please provide the following required pieces of documentation:***

1. Provide evidence of active duty in the U.S. Military for you, your spouse or your supporting person, including the date of initial service.
2. Provide evidence of active duty for you, your spouse or your supporting person in the Alabama National Guard, including the date of initial service.
3. Provide evidence of an honorable discharge and the date of the discharge for you, your spouse or your supporting person.
4. Provide evidence you, your spouse or your supporting person is a member of the reserve of the U.S. Military and the date of commencement as a reservist.
5. Provide evidence you, your spouse or your supporting person was assigned a service-connected disability by the United States Department of Veteran Affairs.
6. Provide other documentation sufficient to show that you, your spouse or supporting person meets the criteria set forth in Board Rule 202.IV.